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AM-406-1-1

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Processing a Journal Entry

FOR INTERDEPARTMENTAL SERVICES RENDERED

RESPONSIBILITY	ACTION
Agency Rendering Service	1. All Journal Entries are done on line through City Dynamics. Complete instructions are available in the Microsoft Dynamics Journal Entry Manual, Version 2. 2. Journal Entries must be approved by a supervisor before sending them to the Bureau of Accounting and Payroll Services.
Accounting	3. Sees Journal Entry in City Dynamics verifies that it has been approved and that the appropriate backup is attached. The entry is then posted.